



**USAID**  
FROM THE AMERICAN PEOPLE

**UKRAINE**

**SOLICITATION NUMBER: 720-113-24-R-10006**

**ISSUANCE DATE: November 7, 2023**

**CLOSING DATE/TIME: November 28, 2023, at 11:59 p.m.  
Vilnius Time**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a Personal Service Contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov).

Sincerely,

David Smale  
**Contracting Officer**

**Solicitations open to:** **Lithuanian Nationals and non- Lithuanians with Legal Residence and Lithuanian Work Permit**

**Solicitation No.:** **720-113-24-R-10006**

**Position Title:** **Supervisory Executive Management Specialist**

**Issuance date:** **November 7, 2023**

**Closing date and time:** **November 28, 2023, at 11:59 p.m. Vilnius Time**

**Work hours:** **40 hours (Full time)**

**Position Grade:** **FSN-10**

**Market Value:** **Basic Annual Rate (in Euro): €41,297 – €55,761** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Vilnius. Final compensation will be negotiated within the listed market value.

**Place of Performance:** **Vilnius, Lithuania**

**Period of Performance:** **Five-Year Period of Performance with possibility to renew in accordance with ADS 309:** - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.

**Security Level Required:** **Facility Access**

#### **STATEMENT OF DUTIES:**

The Supervisory Executive Management Specialist serves in the USAID/Belarus Country Office (BCO) and reports directly to the Country Office Director. The Specialist works closely with the USAID/Ukraine's Executive Office, which provides the full range of administrative management, customer service, logistics, and partner liaison services in support of the large USAID development programs in Ukraine & Belarus.

The Supervisory Executive Management Specialist supports BCO and EXO leadership with a variety of complex and sensitive operational issues. The Specialist is a resource for management practices and is expected to provide guidance on managing local staff. The Specialist is expected to manage-up in providing informed opinions on office culture, employee motivation and soft skill development. They are the main interlocutor in managing the interagency relationship with State/GSO and Facilities, ICASS provider, and other entities at post, as needed.

The Specialist is expected to know local labor practices, guiding policies, and best practices related to procurement and general management. The Specialist performs assignments semi-independently, seeking the guidance of EXO for more complex activities. The Specialist works directly with customers, seeking guidance from EXO on a regular basis.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

**Office Support and Administrative Management (75%)**

The Supervisory Executive Management Specialist supports and advises the Belarus Country Office Director and USAID/Ukraine Supervisory Executive Officer in overseeing and managing logistical and administrative support services for USAID/Belarus. The Specialist supports the Country Office Director in managing the entire Belarus Management portfolio and provides guidance on administrative, operational, and management matters. The Specialist assists the Country Office Director with the high volume of work in the Office's teams, coordinates between teams, and with other Mission Offices. Provides general administrative management support and helps to organize Country Office work priorities. Provides guidance and advice to Country Office teams and participates in the decision-making process in Office and Mission administrative management issues.

The Specialist has direct management and oversight responsibility for EXO General Services and directly supervises the functions of Travel Management, Records Management, Property Management, and Procurement, and budget planning. The Specialist maintains cognizance and awareness over all programs and functions of the Executive Office (Information Systems, Travel, Records Management, Property Management, Human Resources, and Procurement). In areas other than those directly supervised, monitors work assigned and advises the Country Office Director on any anomalies or problems observed, after discussion with the responsible supervisor. Attends Senior Staff Meetings and other meetings, when appropriate, in the absence of the Country Office Director, and ensures that actions assigned during these meetings are carried out in a timely manner. Assists employees in resolving problems.

The Specialist serves as the main point of contact responsible for control and management of all Belarus service requests submitted to the EXO. The Specialist monitors performance of employees in completion of tasks assigned by the EXO. The Specialist will identify opportunities to raise policy, management, and operational issues within the Belarus Country Office in order to address gaps and move operations along. The Specialist must identify and prioritize urgent administrative and operational issues with management implications for the Country Office.

The Specialist takes the leadership role in developing, updating, controlling, and implementing EXO Standard Operating Procedures, Mission Orders, Mission Notices, and other administrative management directives, guidelines, and instructions. Creates and ensures updates for SOPs in all customer service areas to document practices, ensures consistency in practice, and monitors for improvements, ensures document files are kept and maintained for all tracking mechanisms.

Supports and fosters teamwork and collaboration to improve processes across all of EXO services and actively participates in the EXO Management Team meetings, recommending and developing organizational policies and procedures that can support improved coordination and customer support, advising the Executive Officer of issues that remain unresolved.

The Specialist provides a full range of consultative, information-gathering, analytical, and evaluative services of broad scope and varied complexity. The Executive Management Specialist designs, develops, and administers the EXO customer service survey on at least an annual basis and maintains metrics on customer services for EXO. Based on the results of the survey, the Specialist analyzes complex data to determine a course of action, create new assignments, and complete the objectives.

The incumbent manages the IT platform for the USAID/Belarus Office in Vilnius, Lithuania. This includes routine hardware maintenance, procurement of equipment, and help desk-level support to troubleshoot user issues. The incumbent will also manage the commercial internet and cell phone accounts and act as the Office POC with USAID/CIO when issues arise.

**COR Responsibilities:** Serves as Contracting Officer's Representative for the (if established) Mission's Local Guard Force (LGF) or similar support mechanism, and the Logistical Support Services contract. This includes functioning as and performing all expected duties of a USAID COR, including but not limited to providing contractor technical direction, reviewing and approving contractor work-products, evaluating contractor performance, maintaining productive communications with the contractor, and performing contract project and financial management for interventions within the scope of work of the contractor.

### **ICASS Support (25%)**

The Specialist oversees, monitors, and evaluates all ICASS services provided to USAID, and serves as the Mission client liaison to the Department of State (DOS) ICASS service provider. Builds and maintains positive relationships between USAID and the U.S. Embassy related to all ICASS and other administrative support areas. The Specialist prepares analysis of ICASS requirements, services, standards, and costs to USAID and makes recommendations on the number and types of services utilized. The job holder conducts periodic reviews of ICASS service agreements and standards employing cost benefit analysis leading to recommended action for services. Troubleshoots, facilitates, or assists USAID staff with State service requests (e.g. MyServices, ILMS/ARIBA, etc.). Follows up with USAID clients to ensure that ICASS and State services received are timely, at the satisfactory level, and provided according to the ICASS service standards.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

**Supervisory Relationship:** The Executive Management Specialist works under the direct supervision of the Country Office Director.

**Supervisory Controls:** Supervision of at least one CCN employee

**PHYSICAL DEMANDS:** The work requested does not involve undue physical demand.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** A minimum of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in business-related field (i.e. Accounting, Business, Contracting/Procurement/Purchasing, Economics, Finance, Law, HR Management, Industry/Industrial Management/Logistics, Management Information Systems (Computer Science), Marketing, Organization/Management/Leadership, Program/Project Management, Public Administration, Quantitative Methods), is required.

**Work Experience:** A minimum of three (3) years of progressively responsible experience in business management and administration, or a position that requires closely related skills, such as program management, operations, or financial management, developing and implementing management procedures, contracting, procurement, property management, human resources or any combination thereof, with a government or non-government organization, the private sector, or within an international or donor organization, is required.

**Language Proficiency:** Both Level IV (fluent) English proficiency (reading, written, spoken) and Lithuanian, and Level III (reading, written, spoken) in Russian are required.

### **EVALUATION AND SELECTION FACTORS:**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the Contracting Officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

**Selection Process and Basis of Evaluation:** Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**60 points** – An intermediate knowledge of the concepts, principles, techniques and practices of financial management, budgeting and operations is required. An intermediate knowledge of performance monitoring and evaluation is also required.

**40 points – Skills and Abilities:** Ability to develop a thorough understanding of U.S. Government, USAID, and host country policies and procedures. Ability to quickly learn, multitask, and prioritize work assignments. Must have the ability to communicate professionally with diverse, high-level officials. Ability to carry out complex technical analysis, both factual and analytical, of financial, monitoring, and evaluation reports involving USAID/Belarus projects and activities. Demonstrated negotiation skills. Ability to develop and maintain close working relationships in the public and private sectors with both American and host country nationals.

**TOTAL POSSIBLE POINTS: 100 points**

## **HOW TO APPLY:**

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov) with **Subject line: SUPERVISORY EXECUTIVE MANAGEMENT SPECIALIST (720-113-24-R-10006)**.

ANY/ALL application submissions received after the closing date will not be considered.

## **REQUIRED DOCUMENTS:**

1. **Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
2. **Application for Employment (DS-174):** The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>.

Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**

- 3. Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

Note: Application language is English.

### **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

### **Note:**

- This vacancy is open to Lithuanian Nationals and non-Lithuanian with legal residence, and work permit.
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerors who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

### **BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

#### **BENEFITS**

Medical Benefits Provided by the Host Government: Eligible LE Staff receive medical benefits from the Local Social Security System.

- Retirement Benefits Paid by the Mission: The Mission does not have a directly paid retirement or end of service plan.

#### **ALLOWANCES (as applicable)**

Meal Allowances: All employees are eligible. Meal allowance will automatically be prorated based on the number of qualified hours. The amount of the allowance is Euro 306 per annum for all grades.

- Family Allowances: The Mission does not provide a family allowance, education benefits for employees' children, or any other family related benefits.

- Unique Conditions of Work Allowances/ Benefits: The Mission does not provide any Unique Conditions of Work Benefits based on conditions in Lithuania.
- Housing and Utility Allowance/Benefits: The Mission does not provide any housing or utility benefits.
- Other Allowances/Benefits: The Mission does not provide any other allowances.
- The Mission does not provide any transportation (commuting) benefits.

#### TAXES:

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

#### USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

**USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

**Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

**USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

**Ethical Conduct:** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

#### PSC Ombudsman:

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

#### **FAR Provisions Incorporated by Reference**

**52.204-27** PROHIBITION ON A BYTEDANCE COVERED APPLICATION *JUN,2023*

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The U.S. Mission in Ukraine provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Ukraine also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**